



RIGHTMIND INTERNATIONAL NURSERY & KINDERGARTEN

GENERAL INFORMATION

Dear Parents,

We would like to welcome all of you to Rightmind International Nursery & Kindergarten. Here is some general information that you will find helpful regarding the school and its policies.

I. COMMUNICATION

- Parent & Teacher communication book

This will build better communication between Teacher & Parent. It will also keep you informed of school activities and the work your child will be doing in school. This will come home every week.

II. SCHOOL HOURS

Morning classes : Monday – Friday (9:00a.m. – 12:00noon)

Afternoon classes : Monday – Friday (1:30p.m. – 4:30p.m.)

- Please bring your child to school 10 minutes before school starts (8:50a.m. / 1:20p.m.) and pick up your child not later than 12:10p.m. / 4:40p.m.
- For safety reasons, parents can pick up their child (either from school or school bus) only on presentation of the student card. In case of loss, the school office should be notified immediately and a replacement card purchased.

III. TAKING LEAVE

1. Parents should also give us prior notice if their child wishes to take leave for a special occasion.
2. If your child is sick or not feeling well, please inform the school office and do not send him / her to school. On his / her return to school, please hand in the doctor's certificate to the class teacher.
3. The school reserves the right to cancel a student's place if he / she is absent from school for a period of over two weeks without prior notice.
4. If you expect your child to be away for a long period of time, you should give prior notice to the School Supervisor.

In the event that parents wish to withdraw a child from the school for whatsoever reason, a two (2) months **written notice** address to the Headmistress is required, failing which the parent will be required to pay to the school two months' school fees in lieu of notice.

IV. PAYMENT OF SCHOOL FEES

All school fees shall be paid via autopay from the bank. Please submit your tuition payments between the 21st and 25th of each month.

V. SCHOOL UNIFORM

All students must wear proper school uniform when attending school.

- Summer School Uniform : white socks with black or white shoes
Winter School Uniform : white socks or white stockings with black shoes
School Sports Uniform : white socks with rubber shoes

The school sports uniform should be worn on Wednesdays and Fridays, and on all outdoor occasions and field-trips.

VI. TROPICAL CYCLONES & RAINSTORM

During the rainy season our arrangements will adhere to the Education Department's General Administration Circular when tropical cyclones and rainstorms are announced.

SITUATION	ACTION TO BE TAKEN
Hoisting of No.1 Signal	Our school will operate as normal.
Hoisting of No.3 Signal or above	Our school will close.
When Yellow Rainstorm is in force	Our school will operate as normal.
When Red or Black Rainstorm is in force	Our school will close.

1. If the Education Department makes a "no school" announcement due to adverse weather conditions, our school will close in accordance with their decision.
2. For safety reasons, parents should pick up their children from school as soon as possible if classes are in session and the weather condition is likely to deteriorate rapidly (when Typhoon No.3 or above or Red or Black rainstorm is hoisted while school is in session.) Students who normally take the school bus should also be picked up from the school as soon as possible.

VII.CELEBRATIONS (BIRTHDAY PARTIES)

1. We celebrate our students' birthdays on the last Friday of every two month (please refer to the school calendar). If the last Friday of that month is a holiday, then the birthday party will be on the third Friday of the month.
2. The birthday timetable will be as follows:
Morning session : 9:00a.m.- 12:00noon
Afternoon session : 1:30p.m.- 4:30p.m.
3. Please bring only the tea set and wet towel to school.
4. Casual clothes may be worn on party days. There will be no birthday parties in August.
Those students whose birthdays are in August will have their party in July.

VIII. HOLIDAYS

The school holidays are shown in the School Calendar in the handbook. Should there be any changes, you will be notified of it in a separate notice.

IX. STUDENTS' PERSONAL BELONGINGS

All students' personal belongings should be marked with their name. These include: cup, plate, towel case & clothes (beige cardigan, school uniform etc.)

X. SAFETY MEASURES

School staff will try their best to take care of your children. If a medical emergency arises and it is impossible to contact parents, we will send your child to the emergency unit of the nearest Government hospital. All fees paid to the hospital by the Kindergarten should later be repaid in full by the parents.

XI. ILLNESS AND MEDICATION

1. Children infected by a contagious illness such as SARS, Measles, Mumps, Chickenpox, Tuberculosis, Fever, Flu, Cough / cold, or infectious skin conditions should remain at home for treatment until fully recovered.
2. Your child needs to stay at home, if he / she is still taking medicines. Please ensure he / she is fully recovered before resuming class.

XII. MISCELLANEOUS

1. Students should refrain from wearing jewellery or bringing valuables and toys to school. In case of loss or damage, the school will not accept responsibility.
2. Notices issued to parents by the school should be read, signed and returned to school.

Rightmind International Nursery & Kindergarten



RIGHTMIND INTERNATIONAL NURSERY & KINDERGARTEN GENERAL INFORMATION REPLY SLIP

Student's Name: _____

Class: _____

I have read the General Information Sheet. I fully understand all the terms and conditions in the Information Sheet, and I agree observe the rules of the school.

Parent's Signature: _____

Date: _____